



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS  
Los Banos, IV-A  
VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)  
FORESTRY DEVELOPMENT CENTER - UPLB-CFNR

UPLB BAC SECRETARIAT  
BY: [Signature] DATE: 4-17-23  
APR 24 2023<sup>10am</sup>  
UPLB-RQ- 4-12-23-pes  
DEADLINE OF SUBMISSION

UPLB-RQ-  
DEADLINE OF SUBMISSION:

Suppliers Name: \_\_\_\_\_  
\_\_\_\_\_

Date: April 12, 2023  
Fund Code: N929122  
MOP: Shopping  
Contact No: 538-2341  
Contact Person: Enalyn P. Martinez

Please quote your lowest price on the item/s listed below, subject to the General Conditions below.

- Note:
- Bidders shall provide correct and accurate information required in this form. All entries must be typewritten or in print and properly accomplished. Do not leave blank entries, put N/A for not applicable.
  - Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.
  - Bidders must indicate the BRAND and MODEL NUMBER for equipment and its accessories or peripherals. Evidence shall be in the form of manufacturer's un-amended sale literature, unconditional statement of specification and compliance issued by the manufacturer and sample.
  - Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
  - Quotations exceeding the Approved Budget for Contract shall be rejected.
  - Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
  - Others: \_\_\_\_\_

ITEM No.	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEASURE	QTY	ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	OFFERED SPECIFICATION <small>Suppliers must state how the offered technical specifications of their offer against each of the technical requirements of each requirement.</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>Leave this space blank. For BAC/Evaluators only.</small>
1	A3 Printer	Branded and Brand New A3 Wireless All in one ADF Ink Tank Printer Ultra-high page yield of 7,500 pages (black) Print/Scan Copy ADF w/ Original INK Print up to A3+ Scan/Copy up to Legal; Double Sided Automatic duplex printing and 6,000 pages (colour) or higher USB, Wi-Fi, Wi-Fi Direct, Ethernet Printing: Minimum Ink Droplet Volume: 3.8 pl; Print Direction: Bi-directional printing; Maximum Resolution: 4800 x 2400 dpi; A4 Simplex (Black / Colour): Up to 25.0 ipm / 12.0 ipm or higher A3 Simplex (Black / Colour): Up to 13.5 ipm / 6.0 ipm or higher Maximum Copy Size: A3 Scanner Type: Flatbed colour image scanner Sensor Type: CIS Optical Resolution: 1200 x 2400 dpi Number of Paper Trays: 3 (Front 2, Rear 1) with 2 years warranty Sealed upon Delivery.	unit	1	60,000.00	60,000.00				
2	External Drive	Branded and Brand New External Hard Drive Capacity: 1 TB 2.5 inch, USB 3.0 3 years warranty Sealed upon delivery	unit	3	2,500.00	7,500.00				
TOTAL ABC						67,500.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

[Signature]  
Jerrilyn L. Okamoto  
BAC TWG

Please quote at your government price (including VAT) and state that the time within which you can make delivery. It will be appreciated if we can have your quotation in the office as soon as possible on or before the deadline stated herein.

[Signature]  
ENALYN P. MARTINEZ  
BUYER/ END-USER

**TERMS AND CONDITIONS:**

- Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
- In order to assure that manufacturing defects shall be corrected by supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of EXPENDABLE SUPPLIES, or a minimum of one (1) year warranty and two (2) to three (3) years extended warranty (if applicable) in the case of NON-EXPENDABLE SUPPLIES after acceptance by End-user of the delivered supplies.
- Delivery period within 30 calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein.
- UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
- Any alterations, measure, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

Requirements for Suppliers (GPPB Resolution No. 21-2017)

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.9)	Negotiated Procurement- Lease of Real Property or Venue (Section 53.10)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6)	Negotiated Procurement- Emergency (Section 53.2)
1 Mayor's/Business Permit	/	/	/	/	/
2 PHIGEPS Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)	/	/	/	/	/
4 PCAB License (for Infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as lessor)		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 500K
7 NFCC for Infrastructure with ABC above Ph500k		/			FOR ABC'S ABOVE 50K

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Name of the Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Signature over Printed

Name of Representative: \_\_\_\_\_

Email Address: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_